

Maine Emergency Medical Services
500 Civic Center Drive
Augusta, ME

MINUTES

Date: June 1, 2005

- Introductions were made, the following workgroup members attended: Wayne Werts; Donnie Carroll; Rob Tarbox; David Stuchiner; Peter DiPietrantonio; Bill Dunwoody; Carol Pillsbury; Jeff Cammack; Jay Bradshaw; Ron Jones and Rory Putnam. Facilitators were Alan Hinsey and Mike Roberts.
- The role of the facilitators, Management Intervention Services, MIS, was discussed. The facilitators are to prepare meeting materials for the workgroup. The facilitators are to keep minutes and notes and then organize and distribute them via e-mail to workgroup members after each session. They are to keep the meetings on track and focused while managing workgroup time, assignments, task lists and the agenda. They will ensure equitable and meaningful participation of workgroup members, while ensuring that consensus is reached. They are to ensure continued commitment and follow through by workgroup members. Facilitators will be responsible for preparation of status reports and the final report and documentation to the EMS project leader.
- Jay Bradshaw presented an overview of the process and the tasks that were presented to EMMSTAR.
- Expectations of this workgroup:
 1. Redesign of the EMS system at all levels; this may even include the local providers.
 2. Refine/redefine the role and functions of EMS, the Board and Regional Councils, etc.
 3. Clarify and delineate responsibility and authority.
 4. Identify those things that need to change and those that do not.
 5. There should be wide dissemination of the workgroup information and recommendations.

6. There needs to be a defined process to implement recommendations. This will result in a process that is accepted...NO Surprises.
7. There should be on-going comments from the public (e-mail: info@interventionteam.com)
8. Meetings will be open and information will be free flowing. Take advantage of the EMS web site; EMS Newsletter/Journal; Regional Coordinators; and letters from MEMS to emergency services to disseminate information.
9. Establish ground rules for meetings.
10. The minutes of meetings will be sent out in advance of the next meeting by MIS.
11. Secure funding; there needs to be solid funding of the system.
12. Define what the "system" is going to be, if there is a clear definition of the system, then it will be clear what is to be funded.
13. Formal notification from MEMS that this process has begun---with information posted on the web site. E-mails to go to MIS.

➤ Ground Rules:

1. Meeting agendas to be e-mailed. MIS will set the next meeting's agenda, based on suggestions of the group, before we adjourn any meeting.
2. Workgroup implementation leaders will be assigned.
3. There should be a public comment period, perhaps before and after each meeting. These comment periods should be brief, but inclusive.
4. The core group should be between 15 and 20 members. The size of the core group will be decided at the next meeting.
5. The public should also be able to comment through e-mail or correspondence to team members. Must listen to the public if they take the time to attend.
6. Meetings should be 2 hours long.

➤ Time Frame:

1. There is not defined time frame to complete this project, however it should not be less than 6 months.
2. Quarterly reports to the legislature are necessary to provide updates on the project. Every attempt will be made to provide the legislature with a report by January 2006 when the new session starts.
3. Two meetings per month...1st Wednesday at 1PM and the 3rd Thursday at 9AM.

- Change worksheet of action items to correspond with the numbering on the EMSSTAR report.
- The workgroup to review/compare their recommendations with the EMSSTAR report. Start thinking about priorities.